

Make Refund from Surplus Amount (Student Fees)

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Classic View: Student Information > General > Fees

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Deposits create a **surplus** that can be applied to future fee assignments. Any amount paid which exceeds the amount owed also becomes a **Surplus**. The **Surplus** amount appears at the top of the Fees Editor.

To refund all or part of a Surplus, click the **Make Refund** button. The Refund panel displays and you can enter a **Refund Amount**, a **Transaction Date**, any **Comments** associated with the refund and click **Make Refund**. Campus subtracts the refund amount from the surplus total.

The district or school is responsible for returning the refund to the account holder.

Unpaid Fees : \$0.00 Surplus : \$20.00

Years to Print
21-22 ×

	Year	Household Max	Student Max
+	2020	800.00	450.00

Refund

Total Surplus
20.00

Refund Amount *

Transaction Date *

Comments
Maximum 255 characters

New Fee Assignment **Make Payment** **Make Deposit** **Make Refund**

Make Refund **Cancel**